

***ROADS TO RECOVERY PROGRAMME***

***Administrative Guidelines***

***Published under Section 11 of the Roads to Recovery Act 2000.***

These Guidelines explain how the Roads to Recovery Programme works. They have been designed to help Local Government Authorities and the Department work together to achieve the objectives of the Programme. They set out important information for councils, especially about the requirements to obtain grants under the Programme. Contact details of departmental officers are also provided.

There are three parts to these Guidelines:

Part A: General

Part B: Financial and Reporting

Part C: Public Information Guidelines.

These Guidelines are published by the authority of the Minister for Local Government, Territories and Roads

28 April 2004

## **PART A: GENERAL**

### **1. Outline of Roads to Recovery Programme**

The Roads to Recovery Programme (the Programme) provides funding for roads in rural, regional and metropolitan areas. The funds are provided in the form of grants directly to local government bodies for expenditure on roads. The focus of the Programme is the renewal of local roads as an essential element of Australia's social and economic infrastructure.

The Federal Government considers local government best placed to make decisions on the road investment at the local level. The Roads to Recovery Programme reflects this by giving councils the freedom to use the funds on their roads as they wish. Reporting requirements have been kept to the minimum necessary to satisfy accountability and evaluation requirements.

Councils have been given certainty of funding.

There is no requirement under the Programme for works to be put to tender.

Key aspects of the operation of the Programme are:

- provision by Local Government Authorities (LGA) of a schedule of works,
- payments generally made quarterly in advance;
- payments (other than first payment) will be made following a report by the LGA on the expenditure of funds from the previous payment, and
- provision by the LGA of an annual statement of accountability (financial and other requirements) and reporting on objectives achieved by their use of Programme funds.

The information required to implement the Programme should wherever possible be provided electronically through the secure web site, details of which are available from the Department . Proformas for the required information are available in electronic and hard copy form. As paper based transactions have to be manually processed this may delay payments for proposals submitted in this form.

The information sought from LGAs will be used to manage the Programme, analyze the outcomes of the Programme and provide information to the public. Information about projects undertaken with Roads to Recovery funding may be found on the Programme's public web site.

## Regional approach

Councils are urged and encouraged to cooperate to enable larger projects to be implemented on key interregional road links. Councils are also encouraged to work with the States and Territories to ensure a coordinated approach to the development of regional roads and the scope for leveraging each other's projects.

## Balanced funding distribution

A key focus of the Roads to Recovery Programme is the maintenance and upgrading of the rural network of roads servicing farms and properties. Councils in rural and regional areas are expected to maintain an appropriate funding balance between outlying rural roads and roads in the towns and cities.

## **2. Definitions**

Terms in these Guidelines carry the same meaning as they have in the *Roads to Recovery Act 2000*. Additional definitions for terms in these Guidelines are:

'Act' means the *Roads to Recovery Act 2000*

'Conditions' means the conditions determined by the Minister in accordance with Section 7 of the Act.

'Department' means the Department administered by the Minister.

'LGA' means Local Government Authority, which is a body eligible for receiving funding under the Act.

'Minister' means the Minister for Transport and Regional Services who administers the Act.

'Programme' means the *Roads to Recovery Programme*, being the Programme of funding authorised by the Act and the works funded thereby.

'Project' means a single item in the works schedule.

'Works Schedule' means a proposal setting out works for which funding is being sought under the Act.

### **3. Departmental Contacts**

Correspondence should be addressed to:

The Director  
Roads to Recovery  
Department of Transport and Regional Services  
GPO Box 594  
CANBERRA ACT 2601

Facsimile: (02) 6274 7400

For information about the Programme, please contact Stan Marks (02 6274 7350) or Allan Chisholm (02 6274 7466).

The Programme's email address is [roadstorecovery@dotars.gov.au](mailto:roadstorecovery@dotars.gov.au)

Further information on the Programme can be found on the Department's web site at [www.dotars.gov.au/transprog/road/r2r/index.htm](http://www.dotars.gov.au/transprog/road/r2r/index.htm)

Details of how to access the Programme's secure web site for the entry of data needed for the administration of the scheme are available to LGA's separately.

## **PART B: FINANCIAL AND REPORTING GUIDELINES**

### **1. Eligible and Ineligible Road Expenditure**

Under the Act payments under the Programme can only be used 'on the construction, upgrade or maintenance of roads'. In addition to the normal meaning, 'roads' can include:\

- traffic signs and control equipment
- street lighting equipment
- vehicular ferries
- bridges or tunnels, including pedestrian bridges or tunnels
- bicycle paths.

Purchase of road building plant or other capital equipment and training is not eligible for funding.

### **2. Information Required Before Payments Can Be Made**

#### **(a) Payee Details**

Payments will be credited directly to the LGA's bank account. An LGA needs to submit a Payee Details form before any payment can be made. This form is available on the secure web site and at **Appendix 1**.

Once submitted, bank account details can only be amended by writing to the Department.

#### **(b) Works Schedules**

Works Schedules list the works proposed for funding under the Programme and should contain information on the location and nature of the works proposed and the problems to be addressed by the works.

The Works Schedule form is on the secure web site and at **Appendix 2**. Works can be lodged electronically through the web site or submitted in hard copy. Works schedules can be amended at any time

### **3. Smaller Recipients**

LGAs with an entitlement to receive \$160,000 or less in total grants over the life of the Programme may, at the discretion of the Minister, receive this amount in one or two payments. In such cases, the LGA must describe all the works to be undertaken with the grant to receive full payment of its grant.

#### 4. Payments to LGAs

Payments to an LGA over the life of the Programme will not exceed the amount advised in the Minister for Transport and Regional Services' letter of 21 December 2000.

The initial payment to an LGA will only be made after the Department has received the LGA's payee details and a works schedule in accordance with allowable works under the Act. Subsequent payments to an LGA will be made as close as possible to the dates set out in the schedule in Guideline 6, subject to the receipt of quarterly progress reports on expenditure showing progress on its projects sufficient to warrant payment, and submission of a satisfactory works schedule .

In general, the second and subsequent payments will be made three months in advance based on the information provided in the quarterly reports lodged by councils but there will be some flexibility to structure payments otherwise to meet cash flow needs subject to the overall cash flow constraints of the Programme. These will be dealt with on a case by case basis at the discretion of the Department. Continued payments will depend on the Department receiving a satisfactory annual report.

Each LGA is guaranteed its full life of programme allocation by 30 June 2005 subject to the submission of satisfactory documentation such as work schedules and quarterly and annual reports.

#### 5. Quarterly Reporting Requirements

An LGA is required to submit Quarterly Reports covering expenditures on each work listed in its Works Schedule. A Quarterly Report form is on the secure web site and at **Appendix 3**. The Quarterly Report can be lodged electronically through the web site or submitted in hard copy.

#### 6. Payment and Reporting Schedule

Payments will be made each year on or close to the dates specified in the following schedule:

<b>Date when information required</b>	<b>Date of corresponding payment</b>	<b>Documents required</b>
15 May or next working day	31 May	Quarterly report covering 1 February to 30 April
15 August or next working day	31 August	Quarterly report covering 1 May to 31 July
30 September or next working day	NA	Annual report CEO statement
15 November or next working day	30 November	Quarterly report covering 1 August to 31 October
15 February or next working day	28 February	Quarterly report covering 1 November to 31 January

If the required information is not received from LGAs by the due date the payment may be held over until the next quarterly payment is due.

## **7. Annual Reporting Requirements**

Each LGA is required to submit an Annual Report to the Department covering the previous financial year by no later than 30 September or the next working day. The Annual Report can only be submitted in hard copy and should be mailed to the address in section 3, Part A of these guidelines.

A proforma incorporating the requirements for the LGA's Annual Report to the Department is set out at **Appendix 4**. The proforma covers:

Part 1 - the financial statement;

Part 2 - a statement of accountability; and

Part 3 - a statement of outcomes.

The auditor's report at Part 1 of Appendix 4 should be signed by an external auditor. The signature of an internal auditor eg an employee of the council involved, is not acceptable.

## **8. GST**

GST is not payable on the grants to LGA's. Expenditures reported by LGA's must be net of the GST component on goods and services because Councils are eligible to receive an input tax credit for the GST paid.

## **PART C: PUBLIC INFORMATION GUIDELINES**

### **1. General**

The Commonwealth wants to work closely with LGAs to inform the public about the projects and improvements being funded by the Programme. Formal statements, media releases, displays or publications (including brochures) and newspaper advertising about any work funded by the Programme must acknowledge the Commonwealth's contribution. LGA's must generally consult, well in advance, with the Department before release.

### **2. Signs**

Signs, as specified at **Appendix 5**, must be erected at each end of the works when work begins, in plain view of passing motorists, and be maintained for two years after the project is finished. Where the work involves, for example, maintenance in several places over a distance, signs should be placed where the work begins and ends. These signs should have prominence, in size and frequency, above that of the LGA and/or the contractor.

### **3. Opening/commemorative ceremonies**

LGAs must advise the Department of opening or completion ceremonies well in advance, generally a month before the event, and should organise joint ceremonies when requested. Local Federal Members and/or Senators should be invited to these ceremonies, plus others requested by the Minister. Details of the proposed arrangements, including invitations and order of proceedings, must be sent to the Department well before the event.

When a project is not to be officially opened, the possibility of a joint media statement should be discussed with the Department.




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*enter payee details*

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**(\* Denotes required entry)**

*Business Details*

Full Legal Name	<input type="text"/>	(can not be edited)
Australian Business Number (ABN)	<input type="text"/>	*
Postal Address	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	*
Street Address	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/> Post Code <input type="text"/>	*
Facsimile	<input type="text"/>	*
Email Address	<input type="text"/>	(can not be edited)
Web Site	<input type="text"/>	

*Bank Details*

Financial Institution	<input type="text"/>	*
Branch Address	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/> Post Code <input type="text"/>	*
Account Name	<input type="text"/>	*
BSB No.	<input type="text"/>	*
Account No.	<input type="text"/>	*

*Contact Details*

Name of Chief Executive Officer	<input type="text"/>	*
Tel. No.	<input type="text"/>	*
Email Address	<input type="text"/>	
Contact	<input type="text"/>	*
Tel. No.	<input type="text"/>	*
Email Address	<input type="text"/>	

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## Appendix 2

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*works schedule form*

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roads to recovery

[help](#) LGA Name  (can not be edited)

Work No	Location	Problem & Works Proposed	Start Date	Completion Date	Estimated Cost
eg 1	eg Dunbury road between Exeter St and Big Bridge, Lonbar, NSW, 2222.	eg Surface rough and potholed - regraded/resealed Inadequate lane width - widening to x metres Poor cyclist access - provision of bike path along carriageway, etc.	eg DD/MM/YY ie 17/12/00	eg DD/MM/YY ie 01/11/02	eg \$45,000
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save + Enter a New Project

Save + Exit

Exit

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For technical comments, please email: [webmaster@dot.gov.au](mailto:webmaster@dot.gov.au)

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### Appendix 3

(\* Denotes required entry)

Name of Local Government Authority		*
Contact	*	Phone *
Email	*	

Work No.	Problem and Works Proposed	Estimated Cost	Expenditure to end of Quarter	Forecast Expenditure Next Quarter
		\$	\$	\$
	Work no. and Problem and Works Proposed as advised in the LGA's Works Schedule.	Latest estimate of cost of work.	Expenditure from inception of Programme to end quarter reported on (excluding GST paid)	Amount expected to be spent by the LGA in the next quarter (excluding GST to be paid).
*	*	*	*	*

**ROADS TO RECOVERY PROGRAMME ANNUAL REPORT PROFORMA**

**Part 1 - FINANCIAL STATEMENT**

CEO's Report

The following Financial Statement is a true statement of the receipts and expenditure of the funds received by ... (name of LGA) ... under the *Roads to Recovery Programme* in the financial year 200x-0x

[1]	[2]	[3]	[4]	[5]
Amount brought forward from previous financial year \$	Amount received in report year \$	Total amount available for expenditure in report year \$	Amount expended in report year \$	Amount carried forward to next year \$
		[1]+[2]		[3]-[4]

.....(signature of Chief Executive Officer)  
 .../.../200x

.....(name of Chief Executive Officer)

Auditor's report

In my opinion:

- (i) the Financial Statement above is based on, and is in agreement with, proper accounts and records; and
- (ii) the amount reported as expended during the year was used solely on roads expenditure as defined in Section 3 of the *Roads to Recovery Act 2000*.

I am an auditor qualified under the relevant State or Territory legislation to audit the accounts of local government bodies.

.....(signature of auditor)  
 .../.../200x

.....(name of auditor)

**ROADS TO RECOVERY PROGRAMME ANNUAL REPORT PROFORMA**

**Part 2 - STATEMENT OF ACCOUNTABILITY BY CEO**

I, .....(name)....., Chief Executive Officer of .....(name of LGA) ....., hereby certify, in accordance with the Conditions of Grant determined under section 7 of the *Roads to Recovery Act 2000*, that...(name of LGA) ... has:

- (a) expended funds received under the Act solely for roads expenditure as defined under the Act;
- (b) maintained expenditure on roads from its own sources, in the year 200x-0x at or above the average of the amounts expended on roads from these sources over the years 1998-99 to 2000-01;
- (c) complied with the Conditions and Guidelines relating to signs and publicity acknowledging Commonwealth funding under the *Roads to Recovery Programme* program; and
- (d) complied with other conditions of the grant as set out in the Conditions and Guidelines.

.....(signature of Chief Executive Officer)  
...../...../200x

## ROADS TO RECOVERY PROGRAMME ANNUAL REPORT PROFORMA

### Part 3 - STATEMENT OF OUTCOMES BY CEO

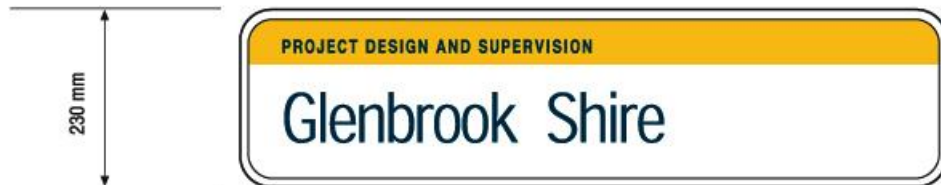
...(name of LGA) ... has achieved the following outcomes under the *Roads to Recovery Programme* in 200x-0x:

#### Key outcomes

Outcome	Estimated % of Roads to Recovery Expenditure (all projects)
1. Road Safety	
2. Regional economic development	
3. Achievement of asset maintenance strategy	
4. Improved access for heavy vehicles	
5. Promotion of tourism	
6. Improvements of school bus routes	
7. Access to remote communities	
8. Access to intermodal facilities	
9. Traffic management	
10. Improved recreational opportunities	
11. Amenity of nearby residents	
12. Equity of access (remote areas)	
13. Other	
<b>14. TOTAL</b>	<b>100.0</b>

.....(signature of Chief Executive Officer)  
 .... / .... / 200x

# Specifications for Signs







# Section A



## R2R Logo colour components

- Yellow (sky) - Pantone 116
- Green (grass) - Pantone 348
- Deep Blue (road) - Pantone 5395
- Sun/lines - White

- 'roads to recovery' - Pantone 5395

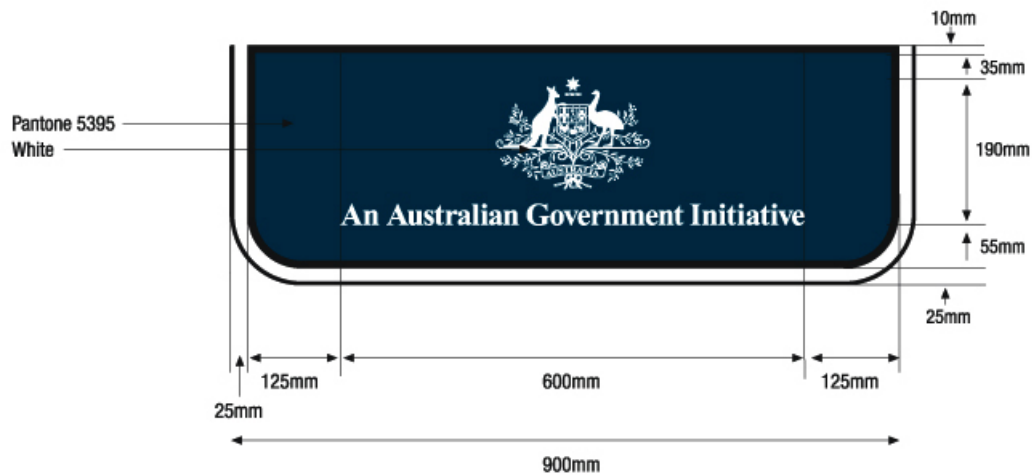
## Background colour

White

## Graphic comments

Graphic to be screen printed.

# Section B



## Font/Crest colour

White

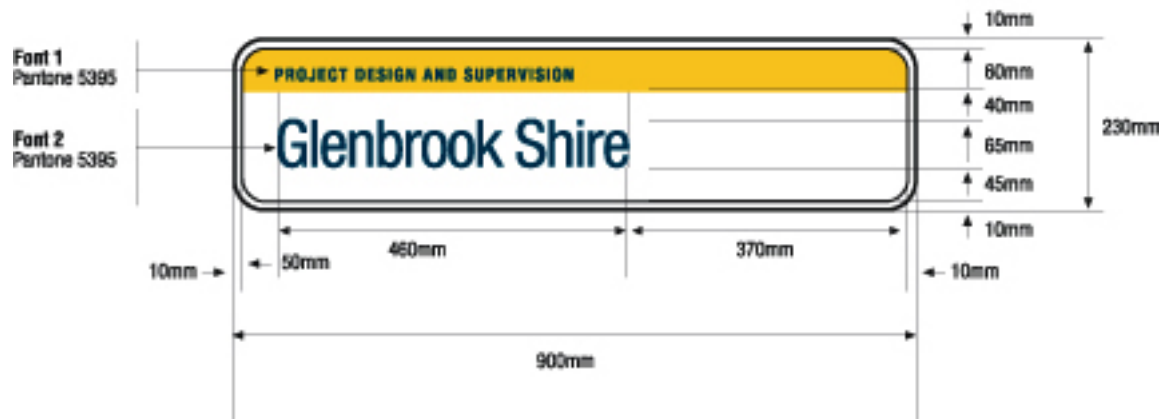
## Background colour

■ Pantone 5395

## Graphic comments

Graphic to be screen printed.

# Section C



## Font 1 colour

■ Pantone 5395

## Font 1 specifications

Helvetica Neue Condensed Bold All  
Caps 65/78pt Tracking: +10% em

## Background colour

■ Pantone 116

## Font 2 colour

■ Pantone 5395

## Font 2 specifications

Helvetica Neue Condensed Upper and  
lower case 245pt Tracking: -3% em

## Background colour

White

## Graphic comments

Graphic to be screen printed.

Graphic information changes according  
to relevant artwork.